

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 28, 2001**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, February 28, 2001, from 10:00 a.m. until 11:30 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health following the distributed agenda. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to discuss revised language for Section 1.8.1 and other business.*

APPROVAL OF MINUTES

The minutes of the committee's previous meeting (2/7/01) were approved as amended.

ADGENDA ITEMS

Revised Language for Section 1.8.1

Mr. Arthur Burton led the continued discussion of the February 1, 2001 version of the proposed revision and the committee suggested editorial changes to clarify the meaning.

Revised Language Received from Field Activities Committee

Dr. Jackson reported that he has checked with the chair of the Field Activities Committee, Mr. Dan Bivins, on appropriate wording for the tiered structure of field sampling accreditation. Mr. Bivins suggested a small modification to "Matrix - Field Sampling Method - Analyte/Analyte Group."

Data Integrity

Mr. Burton reported that American Council of Independent Laboratories (ACIL) has just convened a Data Integrity Task Force to develop a standard procedure for addressing the issue of data integrity. Of interest to NELAC is ethics training, software quality, assessments and other issues related to data integrity. It was agreed that Chapter 1 should address data integrity, and that this would provide guidelines for more detail in other chapters. However, it may be difficult to introduce proposed wording in time for voting at the Seventh NELAC Annual Meeting (NELAC 7).

Table of Technologies

Dr. Jackson is developing a suitable table, and plans to include it in distribution of the cumulative changes to the chapter for review at the next meeting.

OTHER BUSINESS

Dr. Jackson asked committee members to submit all wording changes to him prior to the next meeting of this committee, since March 19th is the deadline for the committee to submit proposed changes to the NELAC Director.

NEXT MEETING

The next meeting of this committee has been rescheduled for March 7, 2001 at 11:00 am.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 28, 2001**

| Item No. | Action | Date to be Completed |
|-----------------|---|-----------------------------|
| 1. | Art Burton will draft language on data integrity issue. | Ongoing |
| 2. | Ken Jackson will draft list of equivalent methods. | Ongoing |
| 3. | Dr. Jackson will distribute a draft Table of Technologies for review at the next meeting. | 3/7/01 |

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 28, 2001**

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